Rutgers Global Grants
Faculty-led Study Abroad Budget Narrative Template

Project Title:

Project Lead:

Project Lead Email:

Department Business Specialist name:

Department Business Specialist Email:

Total request (not including cost share)	
Total for Year 1	
Total for Year 2	
Total for Year 3	
Department/school cost share, if applicable	

**Note that these are budget estimates. The final budget amount will be approved by Rutgers Global Study Abroad.*

Cost Share ($XXXX)
List any cost-share funds that will be used for the project, including the source. Specify whether the funds will be in-kind or cash funds.

Estimated Costs for Year 1
Travel ($XXXX):
Justify all costs for foreign and domestic travel including airfare, train, car, lodging and meals. Make sure to use university approved per diem rates. Note that all travel must follow Rutgers University's ***Guidance on Rutgers-approved Domestic and International Travel*** as specified by University Academic Affairs.

Personnel Costs ($XXXX)
Specify the personnel, number of hours, hourly rate and task.
For example, Jane Doe will be working on ……. And will contribute XX hours at $XX per hour. Total cost for Jane Doe will be $XXX.

If applicable, specify benefits cost for each personnel. Note that student employees do not receive benefits.

Supplies, Materials for project recruitment ($XXXX)
Justify the item and cost.

Other Direct costs ($XXXX)
List any other costs here.

Estimated Costs for Year 2

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Travel ($XXXX):
Justify all costs for foreign and domestic travel including airfare, train, car, lodging and meals. Make sure to use university approved per diem rates. Note that all travel must follow Rutgers University's ***Guidance on Rutgers-approved Domestic and International Travel*** as specified by University Academic Affairs.

Personnel Costs ($XXXX)
Specify the personnel, number of hours, hourly rate and task.
For example, Jane Doe will be working on ……. And will contribute XX hours at $XX per hour. Total cost for Jane Doe will be $XXX.

If applicable, specify benefits cost for each personnel. Note that student employees do not receive benefits.

Supplies, Materials for project recruitment ($XXXX)
Justify the item and cost.

Other Direct costs ($XXXX)
List any other costs here.

Estimated Costs for Year 3
Travel ($XXXX):
Justify all costs for foreign and domestic travel including airfare, train, car, lodging and meals. Make sure to use university approved per diem rates. Note that all travel must follow Rutgers University's ***Guidance on Rutgers-approved Domestic and International Travel*** as specified by University Academic Affairs.

Personnel Costs ($XXXX)
Specify the personnel, number of hours, hourly rate and task.
For example, Jane Doe will be working on ……. And will contribute XX hours at $XX per hour. Total cost for Jane Doe will be $XXX.

If applicable, specify benefits cost for each personnel. Note that student employees do not receive benefits.

Supplies, Materials for project recruitment ($XXXX)
Justify the item and cost.

Other Direct costs ($XXXX)
List any other costs here.